

## MINUTES

### THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

#### REGULAR MEETING

BT20240910

DATE: September 10, 2024

9:00 a.m. - Palliser Meeting Room B

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**Trustees in Attendance:** Lorelei Bexte, Chair  
Tony Montina, Vice-Chair  
Debbie Laternus, Trustee  
Mike Oliver, Trustee  
Sharon Rutledge, Trustee  
Louise Schmidt, Trustee

**Staff in Attendance:** Dave Driscoll, Superintendent  
Tom Hamer, Deputy Superintendent  
Audrey Kluin, Associate Superintendent, Human Resources  
Hailey Pinksen, Associate Superintendent, Business Services  
Wesley Lebeau, Communications Officer

**Recording:** Michelle Taylor

**1. CALL TO ORDER**

Board Chair, Lorelei Bexte, called the meeting to order at 9:03 a.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20240910 - 01**

**Moved by: Trustee Debbie Laternus**

That the agenda be adopted as presented.

**CARRIED**

**3. MOVE TO *IN-CAMERA***

**Resolution # BT20240910 - 02**

**Moved by: Trustee Tony Montina**

That the meeting moves *In-Camera*, at 9:04 a.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

**CARRIED**

Chairperson: *Loulei E Bexte*

Secretary Treasurer: *T. Montina*

**MOVE OUT OF *IN-CAMERA***

**Resolution #BT20240910 - 03**

**Moved by: Trustee Sharon Rutledge**

That the meeting moves out of *in-camera* at 10:34 a.m.

**CARRIED**

**4. BUSINESS ARISING FROM *IN-CAMERA***

**Resolution #BT20240910 - 04**

**Moved by: Trustee Tony Montina**

That the Board agrees to engage Incite to partner with the Board in achieving the Board's strategic planning objectives and vision and goal setting for Palliser School Division.

**CARRIED**

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20240910 - 05**

**Moved by: Trustee Louise Schmidt**

That the Minutes of the June 11, 2024, Regular Meeting of the Board of Trustees of Palliser School Division be approved as presented.

**CARRIED**

**Resolution # BT20240910 - 06**

**Moved by: Trustee Mike Oliver**

That the Minutes of the June 11, 2024, Organizational Meeting of the Board of Trustees of Palliser School Division be approved as presented.

**CARRIED**


**6. PRESENTATIONS**

**6.1. Home Education Report**

Laurie Zienchuk, Home Education Facilitator, and Jason Kwasny, Principal, Palliser Beyond Borders, presented the Home Education Report.

Palliser's Home Education School has experienced steady growth and development over the past few years, with a positive trajectory in student enrollment and program engagement. The school has a strong record of student retention, suggesting that families are satisfied with the program. Many students have remained enrolled for multiple years, indicating the program's effectiveness and popularity. The school has successfully attracted new students each year, indicating a growing awareness and interest in the program within the community. The increase in new enrollments in the 2023-2024 school year is particularly noteworthy; 52 student registrations over 26 registrations in the previous school year.

Chairperson: 

Secretary Treasurer: 

The school's focus on community building, academics and effective marketing help to further develop the program and increase growth. The Home Education Coordinator brings an unbridled passion to her work. Her experience is extensive and through her infectious enthusiasm she helps foster a sense of belonging and community through workshops, field trips, and celebrations all which have contributed to the positive enrollment trends. Most importantly, these initiatives create a supportive and engaging environment for students and families.


The Coordinator's work is a testament to the quality of the Palliser Beyond Borders Home Education program. In the previous school year, Community Building Workshops focused on numeracy, literacy, creative arts and STEAM (Science, Technology, Engineering, Arts, and Mathematics) education. Students experienced hands-on learning by attending field trips to locations such as Nikka Yuko Gardens. Celebrations of student learning showcased student work, performances and creations and provided students an opportunity to share their knowledge and talents with their peers and families.

The school is committed to providing quality education and addresses academic needs through collaboration with Palliser Beyond Borders (PBB). This approach aligns with the flexibility of the Alberta Education Home Education Regulation outcomes and ensures students are meeting Alberta curriculum standards. The blend of Home Education with Palliser Beyond Borders core courses prepares grade 9 students for online high school core courses and allows students the freedom to focus on skills and interests in Home Education while gaining credits for the diploma. Home Education is not offered to high school students and once in high school, students are encouraged to register with Palliser Beyond Borders or a traditional school.

The strategic use of social media and word-of-mouth marketing has proven to be highly effective within the home education community and has been instrumental in reaching potential students and raising awareness about the school's offerings.

The number of Palliser School Division resident students enrolled in a home education program increased over the 2022-2023 school year but an area of concern is that approximately only 7% of Palliser resident students who are registered in a supervised home education program are registered in Palliser's Home Education School. Many resident students who are registered home education programs have chosen to register in a program with a faith-based approach. Palliser's Home Education School continues to focus on offering a quality program and through networking and word of mouth, awareness of the program allows resident families to consider the opportunities available through the Palliser program.

Chairperson: 

Secretary Treasurer: 

Laurie and Jason were thanked for their presentation and for the amazing work that takes place in the Home Education Program.

**Resolution # BT20240910 - 07**

**Moved by: Trustee Sharon Rutledge**

That the Board accepts the Home Education Report as information.

**CARRIED**

**6.2. Individualized Program Plan (IPP) Presentation**

In follow-up to the Inclusive Education Services Report from the May 2024 Regular Meeting of the Board, Shane Cranston, Director of Learning presented information on Individual Program Planning (IPP) in the division.

Shane explained the background of why the division adopted a renewed IPP which was to focus on inclusion and build communities of diversity and a culture of belonging. A system framework is in place to ensure programming for every student. In the previous school year, schools had the choice to pilot the new IPP forms and in the current school year, all schools have transitioned to the new platform from Imagine Everything called Education Forms. Education Forms align with the division's vision for inclusion and have improved functionality such as editability and digital workflows. The key components of the renewed IPP includes student profiles, the use of "I can" statements, strengthened student/family voice and embedded competencies. Within the parameters of an IPP, students develop goals, strategies are developed and a triangular approach to gathering evidence of learning is used: observation, product and conversation Shane reviewed a sample IPP with the Board.

Shane was thanked for his presentation and his work in Inclusive Education in the division.

**Resolution # BT20240910 - 08**

**Moved by: Trustee Mike Oliver**

That the Board accepts the Individualized Program Plan (IPP) Presentation as information.


**CARRIED**

**7. INFORMATION ITEMS**

**7.1. \*SUPERINTENDENT'S REPORT**

Attached to the agenda was the Superintendent's monthly activities report.

Chairperson: 

Secretary Treasurer: 

- 7.2. **\*DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**  
Attached to the agenda was the Deputy Superintendent's monthly activities report.
- 7.3. **\*ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**  
Attached to the agenda was the Associate Superintendent's monthly activities report.
- 7.4. **\*ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES REPORT**  
Attached to the agenda was the Associate Superintendent, Business Services' monthly activities report.
- 7.5. **\*TRUSTEE REPORTS**  
Attached to the agenda were the Trustees' monthly activities reports.
- 7.6. **\*ADMINISTRATIVE PROCEDURE: 480: PROGRESSIVE DISCIPLINE**  
Administrative Procedure 480 was revised and provided for information for the Board. The procedure was sent back for further review.
- 7.7. **\*ADMINISTRATIVE PROCEDURE: 414: CARETAKER STAFF REDUCTION**  
Administrative Procedure 414 was provided for information for the Board. The procedure was sent back for further review.
- 7.8. **\*SCHOOL FIELD TRIP REPORT**  
A list of national and international field trips planned in the division was included on the agenda.

**8. ACTION/DISCUSSION ITEMS**

8.1. New and Update Administrative Procedures

In accordance with the Ministerial Order announcing new restrictions on the use of personal mobile devices and social media in schools, Administrative Procedure 355: Use of Cell phones and Electronic Devices in Schools was renamed Administrative Procedure: 355: Use of Personal Communication Devices (PCD) and updated to ensure alignment with the order. Related procedures, Administrative Procedure: 140: Responsible Use of Electronic Information Resources and Administrative Procedure 141: Social Media and Online Posting were also updated. Using the PCD procedure, Administrators have been asked to create or update site-based personal communication devices procedures. All PCD procedures must be in place by January 2025.

8.2. 2024-2025 Minister's Youth Council

Chairperson: *Louise E. Berte*

Secretary Treasurer: *T. Penther*

The Minister of Education creates an advisory committee of students each year. This Minister's Youth Council consists of junior and senior high students with diverse interests, backgrounds and perspectives from all over Alberta. The 40-member council provides the Minister with a wide variety of student viewpoints and opinions on what is happening in the provincial education system. Students serve as members of the Minister's Youth Council for a 10-month term that aligns with the school year. During the school year, the council attends three meetings.

Palliser School Division proudly announces that Anaya C., a student from Brant Christian School has been selected for the 2024-2025 Minister's Youth Council.

8.3. Procurement Administrative Procedure

The Associate Superintendent provided an update to the Board that procurement processes and administrative procedures are being reviewed to ensure alignment with trade agreements and government directives. A revised copy of the procurement procedure will be brought forward to the Board for information in the near future.

8.4. Curriculum Piloting Update

Currently, eight Palliser School Division schools are piloting the new Alberta Government Social Studies curriculum. Learning Services looks forward to following the progression of the pilot initiative.

8.5. Update on Coaldale Schools Project

The division's new school, Coaldale Prairie Winds Secondary (CPWS), welcomed students on September 3, 2024. This is an exciting time for the division and the Town of Coaldale as students begin the year at CPWS, Jennie Emery Elementary School, R. I. Baker Middle School and John Davidson School. An opening celebration for CPWS is being planned for October. With the opening of the new school, the division can now focus on preserving the history of Kate Andrews High School. The Kate Andrews building will retain its name and while John Davidson School and Palliser Beyond Borders will move into that building early in 2025, those schools will also retain their names and will function as schools out of the Kate Andrews building.

8.6. Air Quality Guidelines for Schools

A guiding document has been developed to assist school administrators in decision-making when ascertaining activities and actions on days with

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Secretary Treasurer: *T. Penther*

compromised air quality. The document has been posted to the division's website under Quick Links and on the [Inclement Weather section of the Parents page](#).

*There was a lunch break from 12:20 - 12:55 p.m.*

**9. MOVE TO *IN-CAMERA***

**Resolution # BT20240910 - 09**

**Moved by: Trustee Tony Montina**

That the meeting moves *In-Camera*, at 12:55 p.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

**CARRIED**

**MOVE OUT OF *IN-CAMERA***

**Resolution #BT20240910 - 10**

**Moved by: Trustee Sharon Rutledge**

That the meeting moves out of *in-camera* at 1:39 p.m.

**CARRIED**

**ADJOURNMENT**

Being no further business before the Board, the meeting was adjourned at 1:39 p.m.

Chairperson: 

Secretary Treasurer: 